

**Safety Action Team
Meeting Notes
February 19, 2004**

Attendance

Ghassan Abu-Lebdeh, Michael Boersma, J. Thomas Bruff, Frank Cardimen, Jim Culp, Kathy Farnum, Paul Hamilton, Lawrence Hummel, Denise Jackson, Larry Koepfle, Robert Lariviere, Tom Long, Chuck Mills, F/Lt. Thad Peterson, Calvin Roberts, Marsha Small, Russell Tappan, Jr. and Sara Smith

**Meeting
Overview**
(25 words or less)

Chuck Mills, Moderator, reviewed the agenda and the information that was emailed to all participants for the Action Team. Team discussed existing committees, resources and how to coordinate them. Future meeting dates set.

Meeting Notes

1. Discussion focused on the work ongoing by the GTSAC
 2. Various resources available to the team were discussed and all seemed to lead back to the GTSAC in regards to overlapping priorities
 3. Agreement to present the teams agenda and priorities to the GTSAC for consideration and possible inclusion of the team as a committee or subcommittee at the next meeting of the GTSAC, Tom Bruff will handle this
 4. Team discussion as to whether we should “step back” and focus on filling the voids or gaps left out by the GTSAC
 5. The team should be used as a independent face that will think outside the box and introduce ideas and people to the process to keep it refreshed and moving forward. The current GTSAC is constrained by the politics involved whereas this team is not
 6. Refocus of the team to create the implementation plan to report back to the next Summit-let the people know that we were listening
 7. Set agenda items for the next meeting date and set out the resources that need to be reviewed prior to attending the next meeting
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**Additional
Resources**

1. Traffic Safety Summit – April 27 and 28, 2004 – Lansing, MI
 2. GTSAC
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Action Items

1. Take the teams request to the GTSAC
2. All team member need to review the existing structures and be prepared to discuss them at the next meeting
3. Refocus on the teams original charge from the Summit

**Proposed
Agenda Topics
For Next
Meeting**

1. Discussion of prior information – see website
 2. Discuss GTSAC reaction to the teams proposal
 3. Review/discuss the draft of the teams action plan table
 4. Develop the teams work/implementation plan
 5. Draft agenda for next meeting.
 6. Post critique of the meeting.
 7. Set next meeting date and time
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**Next Meeting
Dates**

1. Friday, March 19, 2004
9:00 am - 12:00 pm
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing
2. Friday, April 16, 2004
9:00 am - 12:00 pm
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing